

STANDARD FORM NO. 64

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 April 1957

FROM : Acting Chief, Administrative Training

SUBJECT: Weekly Report No. 16, 9 - 16 April 1957

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1. [] spoke at Intelligence Orientation.
2. [] spoke at Intelligence Orientation.
3. [] began military leave on 15 April and will return in two weeks.

4. [] absence for recuperation from her operation will continue until the time she is to report to her new assignment preparatory to going overseas with her husband. No replacement is in sight at the present time; in fact, Personnel has not been able to provide even temporary help. In addition to our regular schedule, we have had special runnings such as Budget and Finance Procedures as well as Dispatch and Cable Refreshers, which means stenographic support from our one training assistant. Both Administrative Procedures #72 (currently running) and Operations Support #26 (scheduled to begin 29 April) must suffer as a result of this shortage of clerical help. Changes and additions in student kits cannot be kept current and it is therefore possible that obsolete materials will be continued in use. It is likewise probable that we will have to omit certain student assignments and problems which require running off and assembling numerous forms and records. We may also have to delay running of Budget and Finance Procedures #2, presently scheduled to start 6 May.

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